

# **HOMESTEAD DATABASE ACKNOWLEDGEMENT OF THIRD-PARTY VENDOR RESPONSIBILITY**

The undersigned vendor hereby acknowledges the following:

1. The Department of Local Government Finance (Department) provides county auditors with secure access to the Homestead Database (Database) that tracks the names and required identification numbers of taxpayers claiming a homestead deduction.
2. The Department maintains the Database but does not review or edit the information included in the Database for accuracy or validity.
3. A third-party vendor that contracts with or acts on behalf of a county to prepare the county's homestead data submission to the Database is responsible for the accuracy and validity of the data submitted and for conformance to the Department's Database file format and other requirements set forth in the Department's *Updated Homestead Database Submission Procedures Memorandum*, November 9, 2010, and incorporated herein.
4. A third-party vendor must sign an Acknowledgement of Third-Party Responsibility (Acknowledgement).
5. Regardless of whether a county auditor relies on a third-party vendor to prepare homestead information submissions to the Database the ultimate responsibility for the accuracy and validity of the data submitted to the Database remains with the county auditor.
6. The Department will run a file received from a vendor through an error-checking program for compliance with the required file format and to ensure the file can be uploaded to the Database. The error-checking program, however, does not monitor or verify the accuracy or validity of the data submitted to the Database; that responsibility remains with the vendor.
7. It is the responsibility of the vendor to bring the files in conformance to Department standards set forth in the Department's *Updated Homestead Database Submission Procedures Memorandum*, November 9, 2010, and incorporated herein.
8. The Department makes no warranty, express or implied, with respect to the information included in the Database and has no responsibility or liability therefor. The Department does not assume any legal liability or responsibility for the accuracy, completeness, currency, misuse, unauthorized access, or usefulness of any data displayed or distributed through the Database.

## ACKNOWLEDGEMENT

I \_\_\_\_\_, representative of \_\_\_\_\_, Database vendor for \_\_\_\_\_ County, Indiana acknowledge that I have read, understand, and agree to the above and foregoing HOMESTEAD DATABASE ACKNOWLEDGEMENT OF THIRD PARTY RESPONSIBILITY and that I have the real and apparent authority to sign this Acknowledgement on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Vendor's Representative

\_\_\_\_\_  
Date